

MINUTES
STONEBROOK VILLAGE OWNERS ASSOCIATION (SVOA)
BOARD OF DIRECTORS MEETING
November 10, 2021

President Marj Cannon called the meeting to order via Zoom at 2:00 PM. Other Board members present were Jane Lackey, Tony Olsen, Suzy Pelican (secretary), and Larry Plum (treasurer). Kurt Powell of Willamette Community Management (WCM) attended. Approximately 15 owners also were present.

Approval of Minutes — The minutes from the Board meeting on October 13, 2021, were approved as corrected.

Treasurer's Report — The Board accepted the report, and it will be posted on the website.

Committee Chair Reports — These were received by Board members and will be posted on the website.

Willamette Community Management Report delivered by Kurt:

- *Financial Review*: Schwindt and Company has completed the 2020 financial review started by WCM in June.
 - *Landscape*
 - WCM met with Home Grown Gardens on Tuesday, November 9, 2021, to discuss the current plan for landscaping in the community. Leaf pickup will continue for the next few weeks. Once leaf pickup is complete, winter pruning will begin.
 - SVOA hired Home Grown Gardens to complete enforcement activity in the community. Home Grown Gardens will complete their work in the next few weeks.
 - WCM forwarded the pruning list developed by the Architectural Review Committee to Home Grown Gardens to be completed in the coming weeks.
 - Home Grown Gardens (as with many vendors in Corvallis) is short on staffing with workers being out with sickness. They are continuing to make sincere efforts to complete the contracted work on site.
 - *Website Update*: WCM continues to work on the website with Lemon Twist Web Design. WCM continues to update the current website and notify the Website Committee (via Steve Napack) of changes to the website to be tracked.
 - *Hot Tub Heater*: WCM received the proposal for a new Raypak heater for the hot tub on Monday at a cost of \$5,995. WCM will forward to the Board and owners information on the replacement schedule as it becomes available, though it's likely that the new heater may still be months out.
 - The Board **adopted** this motion by Marj: Approve \$5,995 to repair the heating system for the spa.
 - *New Contact at Stoneybrook Assisted Living*: The transfer of management from Hawthorne to Sinceri has been moved to December 1, 2021.
- Old Business**
- *Contract Renewals for 2022*
 - The Board **adopted** this motion by Marj: Approve a change of the contract amount for Willamette Community Management Service from \$31,440 to \$33,840.

- The Board **adopted** this motion by Marj: Approve a change of the contract amount for GAIA Landscape, Inc. from \$12,232 to \$12,322.
- The Board **adopted** this motion by Marj: Approve the Mike's Heating and Air Conditioning contract with the SVOA as circulated to the Board on 10/27/21 and effective 1/1/22 for the maintenance of the heating and air-conditioning systems in the pool and clubhouse for the annual cost of \$3,760.
- *Adoption of Budget and Setting Owner Assessments for 2022*
 - The Board **adopted** this motion by Larry: Approve the budget as circulated to the Board on November 4, 2021, with the following adjustments to the monthly assessment: Round the single family assessment from \$2.03 to \$2.00 and the common area assessment from \$4.76 to \$5.00 for a total increase of \$7.00. For single family owners, the additional \$7.00 will bring their total monthly assessment to \$160 for 2022.
- *Fund Expenditure Procedures and Fund Request Form*
 - The Board **adopted** this motion by Marj: Approve the Fund Expenditure Procedures Resolution and the Request for Funds Form approved in draft form by the Board on 10/13/21. These documents are to be added to the Rules and Regulations page of the Stoneybrook website.

New Business

- *Equipment and Vehicles in Assisted Living Lot*
 - The Board **adopted** this motion by Jane: WCM will follow SVOA enforcement procedures with Assisted Living to address the RV trailer, vehicle, and dumpster violations of CC&R 6.5.
- *Content Management of the New Website*
 - The Board **adopted** this motion by Tony: The Board will appoint a Board member to submit web content changes to the web content manager.
 - The Board **adopted** this motion by Tony: Authorize an additional \$2,000 to Lemon Twist for construction of the website.
- *Committee Membership Changes*
 - The Board **adopted** this motion by Jane: Accept Sue Ferdig's resignation from the Pool Committee, with thanks for her service.
 - The Board **adopted** this motion by Jane: Accept Eleanor Carlson's nomination to the Welcome Committee.
- *Annual Meeting Agenda and Procedures*
 - The Board **adopted** this motion by Marj: Approve that the Annual Meeting be held at 2:00, December 8, 2021, via Zoom when activities of 2021 will be reviewed and election of new Board members will take place. Willamette Community Management will mail meeting information, proxy forms, and ballots to all owners by November 19, 2021, and forms and ballots will be due by December 3, 2021.

Owner Input

- One owner inquired about leaf pickup in the neighborhood.
- Two owners paid tribute to Janet Cornwall.

Adjourn — The meeting adjourned at 3:45 PM.

Annual Meeting: 2:00 PM, December 8, 2021

Minutes prepared by Suzy Pelican, SVOA secretary, with assistance from Willamette Community Management